

Subject: Faculty and Staff PeopleSoft Tracking for Sick Time

In early April 2020, as part of the 2021 NY State Budget, the New York State Paid Sick Leave policy passed. The policy required employers with 100 or more employees to offer 56 hours of paid sick time per year, depending on actual hours worked for all positions. Sick time began accruing on September 30, 2020 and became available for employees to begin using on January 1, 2021.

Operations Manual 8.3.5 – Sick Leave ‘Policy Statement’ – UPDATED January 1, 2021

Regular full-time and part-time employees, other than those noted below will be provided with up to 12 sick days per fiscal year (July 1st to June 30th) on July 1st of each year based on the number of months worked.

Regular full-time staff employees: Receive 12 sick days, which equates to 90 hours for those employees regularly scheduled to work 75 hours bi-weekly and 96 hours for those regularly scheduled to work 80 hours bi-weekly.

Regular part-time staff employees: Receive 12 sick days, which equate to the number of hours, worked bi-weekly and the number of daily hours of scheduled workweek.

Regular full-time faculty employees: Receive 10 sick days, which equates to 75 hours and based off a nine (9) month contract.

Regular part-time faculty employees: Receive 10 sick days, which equate to the number of hours, worked bi-weekly and the number of daily hours of scheduled workweek and based off a nine (9) month contract.

Sick leave during the first year will be prorated from an annual base allocation of 12 days based on hire date and will be available for use on their first day of employment.

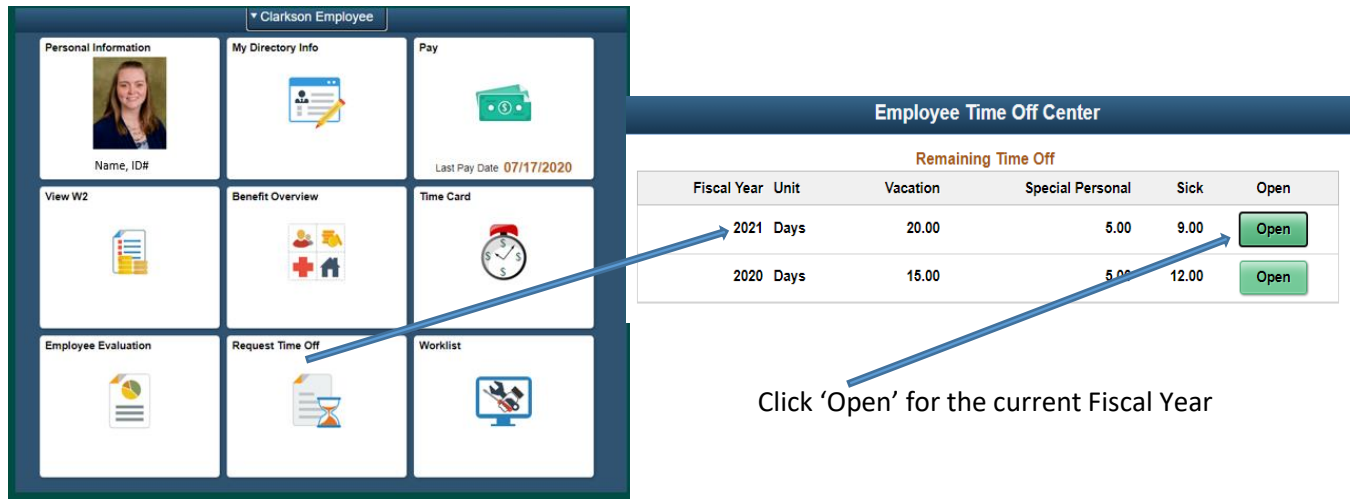
Effective September 30, 2020, employees in the following positions or job classifications will accrue paid sick leave at a rate of one (1) hour for every thirty (30) hours worked up to a maximum of fifty-six (56) hours of sick leave in a fiscal year:

Temporary full-time or part-time employees: Adjuncts, Visiting Faculty, Students, Per Diem, Seasonal

For individuals hired into these positions or job classifications on or after September 30, 2020, sick leave will begin to accrue on the first day of employment and will be available for use on or after January 1, 2021.

View and Request for Time Off

- Login to PeopleSoft HR (using CU username and password)
- Click on Request Time Off from your homepage



Employee Time Off Center

Remaining Time Off

Fiscal Year	Unit	Vacation	Special Personal	Sick	Open
2021	Days	20.00	5.00	9.00	<input type="button" value="Open"/>
2020	Days	15.00	5.00	12.00	<input type="button" value="Open"/>

Click 'Open' for the current Fiscal Year

View Accrued Time for Vacation, Special Personal and Sick

Fiscal Year 2021
Empl ID ████████
Name (LN, FN) Giffin, Traci Noel

Remaining Time

Vacation 16.00 Special Personal 5.00 Sick 8.00

Submit Time off Request

Time Off Submission

Type Start Date Amount End Date

-SP Day -Select Date -Select # of days requested -Auto generates based on # of days

-Sick

-Vacation

Comments

Doctors Appoi

-Add a brief comment for supervisor review and 'Click' on Submit Time off Request

If you have questions please email payroll@clarkson.edu or clarksonhr@clarkson.edu.

Thank you, Human Resources and Payroll